JOB DESCRIPTION –

DEPARTMENT: Community Education  
POSITION: Teacher's Assistant 1 (Pre-College Foundation Intensive)  
REPORTS TO: Community Education Coordinator, Megan Boe  
WORK SCHEDULE: 40 hours/wk, M-F, 9:00am-5:00pm  
PAY RATE: $15.00 per hour  
JOB STARTS/ENDS: June 20 – June 24, 2022 or June 27 – July 1, 2022

HOW TO APPLY: Email ce@pnca.edu a short statement of interest about your qualifications for the position including a link/attachment of your CV and with “Teacher's Assistant 1” as the subject line of the email.

PRIMARY PURPOSE: The Teacher's Assistant is the facilitator and stand-in for the Pre-College instructor. The Teacher's Assistant helps with the organization and implementation of class activities. This is a temporary position with specific duties and deliverables outlined below.

DESCRIPTION OF DUTIES & RESPONSIBILITIES:
Primary Job Functions

• Must have excellent organizational and communication skills  
• Offer assistance and support to instructional staff  
• Help organize student information and paperwork for instructional staff  
• Provide support to CE instructional staff in preparation of or during instructional activities, including critique and artmaking  
• Use good judgment in personal interactions with students  
• Must work well with diverse populations, meeting a variety of student and faculty needs  
• Accompany instructor with class during any planned outings and field trips  
• Assist with materials procurement, classroom setup and clean up  
• Prior experience working with teens preferred
REQUIRED:

- Excellent communication skills and customer service aptitude
- Interest in working with teens
- Ability to contribute to a healthy art and learning classroom culture
- Ability to plan and organize work processes effectively and work with limited supervision
- Strong analytical skills for coordinating and improving program operations
- Capacity to remain focused and helpful while responding to frequent and varied volume of students
- Flexibility and responsiveness to changing demands in fast-paced, student-centered classroom environment
- Must be able to pass background check